



Maryland Judiciary

Job Announcement

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OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	December 3, 2015	Closing Date:	December 17, 2015
Job Title:	Courtroom Clerk	Position Type:	Regular, Full Time
PIN:	000841	FLSA Status:	Non-Exempt
Location:	District 6, Montgomery County Silver Spring, Maryland	Grade/Salary:	J07 \$34,577 - \$53,422 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: The Courtroom Clerk performs specialized clerical work at the advanced level in the District Court's criminal, traffic, or civil divisions. This position assists the judge in courtroom procedures such as with the docket, prepares/generates paperwork for the judges' and/or defendants' signatures, and reviews and completes dockets before returning them to the proper section of the District Court. In addition, the incumbent is responsible for assisting the judge in the maintenance, operation, and organization of the courtroom and is expected to resolve a variety of unprecedented or unusual problems. Work at this level is performed with considerable independence and is evaluated by a higher level supervisor for efficiency, effectiveness, timeliness, and compliance with procedures. The Courtroom Clerk also works overtime as needed and may be called in during emergencies (e.g. inclement weather conditions and staff shortages). Performs other duties as assigned.

Education: High School Diploma or GED

Experience: Three years of clerical experience to include:

A) one year of experience working in a trial or appellate court

or

B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Preferred: Proficiency in typing, data entry or word processing.

Note: Applicants may substitute education in any field from an accredited college or university for up to two years of the required **clerical experience** at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies or related field from an accredited college or university for the required **court experience** at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of District Court procedures, rules, practices and regulations. Knowledge and understanding of the appropriate use of all District Court forms used in a courtroom. Knowledge of court and legal terminology. Knowledge of office practices and equipment. Ability to correctly interpret procedures, laws, rules, and regulations. Ability to work with significant time constraints and restrictive working conditions. Ability to remain poised in stressful and pressured situations. Ability to exercise independent judgement. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to organize work as received and produced. Ability to perform basic arithmetic to calculate fines and costs. Ability to work well with others in a team oriented environment. Ability to communicate effectively with staff, public officials and the general public. Ability to provide consistent, courteous service. Ability to use tact in responding to staff, public officials and the general public. Ability to operate a personal computer. Ability to maintain and use detailed filing systems. Ability to lift up to 25 lbs. Ability to sit for extended periods of time. Ability to work additional hours and emergencies outside normal work schedule. Ability to travel to Rockville location if needed. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.